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*This has been  
checked by Robert  
Now in  
the hands  
of A. M.  
10/14/48.*

Assistant Director, ORE

24 September 1948

Chief, Basic Intelligence Group

Revised T/O for Basic Intelligence Group.

1. The Intelligence Advisory Committee have recently approved, on the basis of Joint Staff recommendations, a production schedule for the NIS Program which requires the production of six (6) NIS during fiscal year 1949 and fifteen (15) NIS during fiscal year 1950 and each succeeding year until all NIS are completed and on a maintenance basis.

2. Examination of the above production program indicates that the Basic Intelligence Group will be called upon to coordinate the production of, edit, and prepare for publication, approximately 15 chapters (or NIS Supplements) each month, or nearly 4 chapters every 5 working days. This does not take into account holidays, annual leave, and sick leave, all of which will tend either to increase the actual rate of production or to reduce the number of available personnel in this Group who are working on this program.

3. Consideration of the personnel necessary to fulfill these requirements must anticipate the relative difficulty involved in editing and publishing the various chapters. In this respect, Chapters II (Military Geography), III (Transportation and Telecommunications), with their related supplements, and VI (Economic), are the most comprehensive and detailed and will require a minimum of two editors for each of these chapters. At present, only one editor is assigned to each of them.

4. The currently approved T/O was drawn up with no clear indication of precise production requirements and with no definite experience on which to base our estimates. The allocation of production responsibilities and related services have now been set up. In consequence, we can more accurately determine the general nature of the work which the Basic Intelligence Group will be required to perform, after having utilized to the fullest practicable extent the capabilities of the Intelligence Agencies and the existing facilities within the CIA.

5. It is our opinion that the Basic Intelligence Group should comprise a relatively small number of highly qualified professional editors and publication experts, much of whose work will be concerned with advising the various agencies and coordinating the extensive activities concerned with the NIS Program. In order to acquire the services of such individuals, it is necessary and proper that certain of our T/O grades be increased and that the new responsibilities be reflected in new job descriptions.

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6. Specifically, this recommended T/O raises grades of most of the Publication Division personnel in view of the increased responsibilities which will result from the NIS Program, and brings these grades more nearly in line with those prevailing in other government agencies. The organization of the Publication Division has been increased by 7 personnel to provide for three production sections to handle the large volume of work and to insure greater flexibility during periods of heavy production flow, and during periods when some of the personnel are on annual or sick leave. The Editorial Division has been increased by four editors - three to give additional support to Chapters II, III, and VI, and one junior editor to serve as an assistant to the Chief Editor for the miscellaneous aspects of editorial work which cannot be directly handled by the chapter editors or their assistants. Finally, the higher grade assigned to the Administrative Assistant is a reflection of the increased responsibilities of her job.

7. In view of the above, it is recommended that the following T/O be approved for the Basic Intelligence Group so that immediate steps may be undertaken to recruit personnel and have them on duty at the beginning of fiscal year 1950 when the full NIS production program will be underway. (Note: asterisks indicate change of grade or new positions)

Basic Intelligence Group

	No.	Grade	Old Grade
<u>Office of the Chief</u>			
Chief	1	P-8	
Deputy Chief	1	P-7	
Administrative Assistant	1	CAF-7*	CAF-6
Secretary	1	CAF-5	
Research Clerk	1	CAF-4	
Clerk-Typist	1	CAF-3	
Total	6		
<u>Publication Division</u>			
Chief	1	P-5*	CAF-11
Assistant Chief, and			
Assistant for Publication	1	P-4*	CAF-9
Stenographer	1	CAF-4	
Assistant for Graphics & Maps	1	P-3*	CAF-7
Assistant for Production	1	P-3*	CAF-7
( Artist-Illustrator, and	3	CAF-7/8*	SP-7/8
( Head of Production Section			
( Production Clerks	3	CAF-6*	CAF-5
( (Layout & drafting)			
( Editorial Clerks	3	CAF-5*	CAF-4
( Production Assistants	3	CAF-3/4*	
( (Layout and drafting)			
Total	17		(old Total 10)

Three  
Production  
Sections  
comprising  
4 members  
each

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<u>Editorial Division</u>	<u>No.</u>	<u>Grade</u>
Chief	1	P-7
Assistant Editor	1	P-2/3*
Stenographer	1	CAF-4
Total	3	(old Total 2)

  

<u>Geographic Section</u>	<u>No.</u>	<u>Grade</u>
Chief(Intelligence Specialist)	1	P-6
Editor(Foreign Affairs Officer)	2*	P-5
Editor(Foreign Affairs Analyst)	1	P-4
Editorial Clerk	1	CAF-6
Clerk-Typist	1	CAF-3
Total	6	(old Total 5)

  

<u>Political-Economic Section</u>	<u>No.</u>	<u>Grade</u>
Chief(Intelligence Specialist)	1	P-6
Editor(Foreign Affairs Officer)	2*	P-5
Editor(Foreign Affairs Analyst)	1	P-4
Editorial Clerk	1	CAF-6
Clerk-Typist	1	CAF-3
Total	6	(old Total 5)

  

<u>Military-Scientific Section</u>	<u>No.</u>	<u>Grade</u>
Chief(Intelligence Specialist)	1	P-6
Editor(Foreign Affairs Officer)	2*	P-5
Editor(Foreign Affairs Analyst)	1	P-4
Editorial Clerk	1	CAF-6
Clerk-Typist	1	CAF-3
Total	6	(old Total 5)

  

Editorial Division Total	21	(old Total 17)
BIG Total	44	(old Total 33)

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